

TO: Superintendent Dr. Ryan Christianson
School District of Marshfield
1010 E. Fourth Street
Marshfield, WI 54449

Date: 4 April 2026 Change to The Current Date

Dear Dr. Christianson,

This letter is to request the following records, under the state's Open Records Law (19.31-39, Wisconsin Statutes):

Place any request you would like to here. Request that these records be provided digitally at:
YourEmail@Domain.com

Please be aware that the Open Records law defines "record" to include information that is maintained on paper as well as electronically, such as data files and unprinted emails. Wis. Stat. § 19.32(2).

Please also be aware that the Open Records law "shall be construed in every instance with the presumption of complete public access consistent with the conduct of governmental business. The denial of access generally is contrary to the public interest and only in exceptional cases can access be denied." If you deny my request, the law requires you to do so in writing and state what part of the law you believe entitles you to deny my request. Wis. Stat. § 19.35(4)(a).

The Open Records law states that you may charge for "the actual, necessary and direct cost" of locating records, if this exceeds \$50, and for photocopies. The Wisconsin Department of Justice advises that copying fees under the Open Records law should be "around 15 cents per page and that anything in excess of 25 cents may be suspect." Please advise me before processing this request if the total cost will exceed \$20 dollars.

As you know, the law requires you to respond to this request "as soon as practicable and without delay."

If you are not the records custodian for this information, please forward this request to the appropriate person. Also, please let me know if I can clarify or refine this request.

Thank you for your time and consideration.

Sincerely,

Your Name

Citizen/Taxpayer - Wisconsin